

STATEMENT OF WORK SOCCER CAMPS

1.0 SCOPE OF WORK

Description of Services: The contractor shall develop a summer camp that focuses on developing youth interest in SOCCER through a weeklong youth camp, designed for youth ages 6 – 18 with no more than 30 youth per session. A minimum of two sessions will be held each day, dividing age levels into 3 groups: 6 – 8 year olds, 9 – 12 year olds, and 13 – 18 year olds. The camp curriculum will concentrate on safety, proper use of equipment and fundamentals of SOCCER through instruction and hands-on experience for each participant. In addition, instructor training courses will help prepare staff/volunteers to become instructors so that soccer can be offered throughout the year. The SOCCER Camps will be conducted between the weeks 26 May – 28 Aug 09 as coordinated between the contractor and HQ PACAF/A1SA. Separate soccer teams may be utilized as agreed upon by the contractor and HQ PACAF/A1SA.

The contractor will provide a tentative camp schedule with their proposal. Specific times and locations for the training will be coordinated by HQ PACAF/A1SA. The SOCCER camp must be specifically designed for participants with varying levels of soccer experience, to include little or none. There will be one-week long camps conducted at Andersen AFB, Guam, Eielson AFB, Alaska, Elmendorf AFB, Alaska, Hickam AFB, Hawaii, Kadena AB, Japan, Misawa AB, Japan, Osan AB, Korea and Yokota AB, Japan. Camp sessions will be for a minimum of three hours each day.

1.1 A qualified contractor shall possess and/or provide the following:

- a. Have at least three (3) years of experience in conducting SOCCER camps for youth. The contractor must provide with their proposal, a listing of completed camps which include the names and contact phone numbers of at least three (3) references. In addition, the contractor must provide with the proposal, documentation that they have received recognition from at least one national youth organization or entity.
- b. Conduct and have on file an individual criminal background check on each instructor conducted by a nationally recognized organization prior to travel. HQ PACAF/A1SA must receive copies of these checks no later than 2 weeks after the contract had been awarded.
- c. Ensure that all instructors shall meet the standard youth program guidelines in reference to being free of communicable diseases, drug abuse and child abuse.
- d. Have personal liability coverage of at least \$1 million.

2.0 GOVERNMENT FURNISHED PROPERTY

The government will provide camp space in a gym/field in a safe location on base and materials for all participants.

3.0 GENERAL INFORMATION

3.1 Contractor shall:

- a. Provide written copies of the curriculum to HQ PACAF/A1SA with the proposal.
- b. Be responsible for removal of all personal trash and belongings. Dangerous and/or toxic items shall not be left in children's reach.
- c. NOT BE ALLOWED TO SELL ANY PRODUCTS AT ANY OF THE LOCATION SITES.
- d. Provide two employees at each location. If only one is available, or one is removed from the installation, the contractor will forfeit any payment for camp(s) not conducted for failure to meet this requirement.
- e. Be responsible for the cost of transportation (including air fare, excess baggage, and ground transportation from Osan and Yokota only), lodging and meals. Base lodging is available and should be used for contractor use at contractor expense. (Typically on-base lodging runs \$42.00 per night per person.)
- f. Coordinate travel itineraries through HQ PACAF/A1SA.
- g. Obtain/Possess personal passport required for overseas travel.

3.2 THE GOVERNMENT shall:

- a. Coordinate logistical requirements with base project site officers based on the curriculum provided by the contractor. This includes time of camp each day, location of camp, and equipment shipping address.
- b. Provide each individual instructor a Letter of Identification for access to military installation and activities. Contractor is required to provide personal data as requested to include Full Name, Social Security No., Passport No., copy of completed Criminal Background Check, and Date of Birth before travel starts.
- c. Base project officer to accompany contractor to all scheduled sessions throughout the training period.

- d. Provide ground transportation for contractor from point of arrival to lodging, with the exception of Osan and Yokota. Transportation will be provided to and from lodging and the Programming Training Sessions, and from lodging to the point of departure at the six (6) remaining bases.
- e. Provide on-base lodging reservations. The contractor is responsible for up to \$42 per person per night for on-base lodging. If on-base lodging is not available and the cost of off-base lodging exceeds \$42.00 per night per person, the difference will be the responsibility of the host base.
- f. Responsible for advertisement and registration for the camp.

3.3 SECURITY TERMS AND CONDITIONS

- a. Contractor/Supplier shall perform Background, Sex Offender and Criminal Record Checks on all selected Contracted Permanent/ Temporary employees requiring access onto the Department of Defense/Air Force installation. Contractor/Supplier will arrange, conduct and absorb all expenses of the background checks. The background check must accompany the most current Hickam O-180 (reference contract clause 5352.242-9000, Contractor Access to Air Force Installations in solicitation/award document) and be current as of 30 calendar days from the start of the contract to receive access onto the USAF installation. **Go to www.CriminalWatchDog.com, <http://www.sentrylink.com/web/loadCriminalReport.do>, or www.criminalbackgroundrecords.com for more information.**
- i. Disqualifying Factors for Unescorted Installation Access

The Contractor/Supplier will ensure Contracted Permanent/ Temporary employees requiring access onto the Department of Defense/Air Force installation DO NOT meet any of the following disqualifying factors **Disqualifying factors for denied access are as follows [Ref 15 AWI 31-101]:**

- U.S. citizenship, immigration status, or Social Security Account Number cannot be verified.
- Barred from entry/access to any military installation or facility.
- Wanted by federal or civil law enforcement authorities, regardless of the offense/violation (i.e., an “order of arrest” has been issued by a judge).
- Incarcerated for 12 months or longer within the past five years, regardless of offense/violation.
- Any conviction of espionage, sabotage, treason, terrorism or murder.
- Conviction of a sexual assault or classified as a sexual offender, rape, child molestation, armed assault/robbery, firearms or explosives

violation, drug possession with intent to sell, or drug distribution within the past 10 years.

- Name appears on any federal agency's "watch list" or "hit list" for criminal behavior or terrorist activity.
- Individual is currently serving their first year of parole or probation for any felony offense.

ii. Criminal Records/Sex Offender Check

Prior to the assignment of any Permanent/Temporary personnel at Department of Defense/Air Force facilities, CONTRACTOR/SUPPLIER Permanent/Temporary personnel must be subjected to a criminal records/sex offender check. CONTRACTOR/SUPPLIER shall be required to complete a criminal records/sex offender check on selected candidates only. CONTRACTOR/SUPPLIER will arrange, conduct and absorb all expenses of the criminal records/sex offender check. In accordance with applicable law, a check for felony and misdemeanor criminal convictions and conviction of any sex offense shall be conducted in all states, and all counties of state or states where the Permanent/Temporary candidate/employee has resided in, has been employed in, or attended school in for the past seven (7) years. Permanent/Temporaries convicted of any offense, misdemeanor or felony shall not be allowed installation access without review and written approval from Installation Contracting office with concurrence from the installation's Chief of Security Forces.

iii. Employees of the CONTRACTOR/SUPPLIER:

No one except authorized employees of the CONTRACTOR/SUPPLIER is allowed onto Department of Defense/Air Force installations/facilities. CONTRACTOR/SUPPLIER employees are NOT to be accompanied onto the installation or in their work area, (unless authorized as escort by the 15th Security Forces Squadron Pass and Registration Section), by acquaintances, family members or any other person(s) unless said person(s) is authorized by the contract to perform services required under the contract for CONTRACTOR/SUPPLIER.

iv. Employment Credentials Issue and Turn-in

The CONTRACTOR/SUPPLIER agrees to retain all Passes/Badges, and any other pertinent documents issued by the Department of Defense/Air Force. The CONTRACTOR/SUPPLIER agrees to return all Passes/Badges, and any other pertinent documents to the Installation/Facility Contracting officer who will in turn recover them to the Installation/Facility Pass and Registration office upon completion of the contract. In the event of contract termination, employee termination,

Andersen AFB Guam	36 FSS/FSF Unit 14004 APO AP 96543-4002
Eielson AFB Alaska	354 FSS/FSF 3112 Broadway Avenue Unit 4 Eielson AFB Alaska 99702-1870
Elmendorf AFB Alaska	3 SVS/SVY 10480 22 nd Street Rm 110 Elmendorf AFB Alaska 99506-2500
Hickam AFB Hawaii	15 SVS/SVY 900 Hangar Avenue Hickam AFB HI 96853-5246
Kadena AB Japan	18 FSS/FSF Unit 5185 Box 10 APO AP 96368-5135
Misawa AB Japan	35 FSS/FSF Unit 5019 APO AP 96319-5019
Osan AB Korea	51 SVS/SVY Unit 2065 APO AP 96278-2065
Yokota AB Japan	374 FSS/FSF Unit 5119 Bldg 316 APO AP 96328-5119